

PAID FEEDING ASSISTANT TRAINING PROGRAM APPLICATION

The U.S. Department of Health and Human Services (DHHS), Centers for Medicare and Medicaid Services (CMS) authorizes the State to review and determine eligibility for Paid Feeding Assistant Training Programs under the requirements of the Medicare and Medicaid programs. This application form meets federal and state requirements for Paid Feeding Assistant Training Program eligibility determination.

APPLICATION COMPLETION

No fee will be charged for submitting the Paid Feeding Assistant Training Program Application for review and program determination. All items on the application must be answered completely. Incomplete applications will be returned without being processed. **If complete, the submitted application and accompanying materials will not be returned.** Retain a copy of the application for your records. Mail the completed application to:

**Nevada Paid Feeding Assistant Training Program
Department of Health and Human Services
Health Division
Bureau of Licensure and Certification
1550 E. College Parkway, Suite 158
Carson City, NV 89706**

The Bureau will approve or deny the application in writing within 30 days of receiving the completed application, for programs selecting a State pre-approved curriculum. Applications for programs requiring review of an alternative curriculum, i.e., those developed by the submitting organization, will be approved or denied, in writing, within 60 days of receiving the application. Direct questions regarding completing the application to the Bureau of Licensure (BLC) at 775-687-4475, Extension 248.

REPORT OF CHANGE

Approved programs must report the following changes to the Department within ten (10) days:

- Change of the Primary Instructor. The Primary Instructor is responsible for the overall operation of the training program. Submit the qualifications of the proposed Primary Instructor for BLC review.
- Change in the feeding assistant training curriculum.
- Change in location of the training program classroom or clinical site. An onsite review may be completed at the discretion of BLC.

Programs must operate according to specifications submitted with their Paid Feeding Assistant Training Program Application. Failure to do so may result in withdrawal of program approval and suspension of the training program.

APPLICATION INSTRUCTIONS

The instructions listed below are for the purpose of clarifying specific application items.

I. GENERAL INFORMATION

A. Applicant: The facility, agency, organization or individual that is responsible for the development and administration of the training program. The Program contact is the individual within the organization who has direct responsibility for the administrative and operational aspects of the program. In a facility based program, this could be the administrator, the director of nursing or the primary instructor.

II. PROGRAM STANDARDS

- A. Classroom Setting:** List address of classrooms to be used for instruction.
- B. Clinical Practice Setting:** List address of clinical practice portions of course.
- C. Record Retention:** Records are to be maintained for a minimum of three (3) years. Records to be maintained include all skills checklists, certificates, documentation of the training that was conducted, identification of the instructor, and record of all individuals who have successfully passed the training program.
- D. Supervision:** Describe the supervision students will receive during their classroom and clinical training and competency evaluation.
- E. Program Evaluation:** Describe the method that will be used for written evaluation of the program and for reviewing program complaints. Provide a copy of the program evaluation.

III. INSTRUCTOR QUALIFICATIONS

- A. Primary Instructor:** Indicate the name, title, copy of current license, degree/school information and pertinent work experience of the proposed primary instructor.
- B. Program Trainer:** Provide the name, title and credentials of each additional trainer to supplement training of primary instructor. Include Unit(s) to be taught by each trainer.

IV. CURRICULUM

- A. Standardized Curriculum:** The Paid Feeding Assistant Training Program must provide at least eight (8) hours of classroom and clinical training for the federally mandated topics a – h listed below, as described under Program Requirements, Section 2.1. If the program chooses to increase training requirements, additional hours of instruction and proposed training materials must be submitted with the application. The Bureau has approved three (3) standardized curriculum models, which provide a minimum of eight (8) hours of theory and practice instruction for the following topics:
 - 1. a.** Feeding techniques
 - b.** Assistance with feeding and hydration
 - c.** Communications and interpersonal skills
 - d.** Appropriate responses to resident behavior
 - e.** Safety and emergency procedures, including the Heimlich maneuver
 - f.** Infection control
 - g.** Resident rights
 - h.** Recognizing changes in residents inconsistent with the norm and the importance of reporting such changes to the nurse.

Pre-approved Curriculum: Programs may choose from the following pre-approved training curriculum (Select “A”, “B” or “C” below if using pre-approved curriculum. Select “D” in next section if adding to minimum topics covered in pre-approved curriculum):

- ☐ (A) “Assisted Dining: The Role and Skills of Feeding Assistants”, by The American Health Care Association, 2003
- ☐ (B) “Assisting with Nutrition and Hydration in Long-Term Care”, by Hartman Publishing, Inc., 2004
- ☐ (C) “Eating Matters – A Training Manual for Feeding Assistants”, by The Consultant Dietitians in Health Care Facilities American Dietetic Association Practice Group, 2003

Additional/Alternative Entity-Developed Curriculum:

B. Entity-Developed Curriculum: Training programs may be developed to offer additional instruction beyond the minimum training covered under the pre-approved curriculum (select “D” below) or may develop an entire curriculum to be used by their facility/organization (select “E” below). Submit copies of any training materials to be used to BLC for review and approval, EXCLUDING audio-visual teaching aides, e.g., videotapes, cassettes, textbooks, etc. Outline each unit of instruction, behavioral objectives of each unit and the time required for instruction.

- ☐ (D) Additional instruction beyond pre-approved curriculum selected above
- ☐ (E) Alternative curriculum in lieu of pre-approved curriculum

C. Competency Evaluation: At the conclusion of the training course, the program must administer a State standardized competency evaluation to the trainee. The program must indicate their provisions/policies for the following:

1. Successful completion of a State-approved standardized skill demonstration by feeding a resident in a clinical setting. Each skill must be initialed and dated by the instructor to verify satisfactory or unsatisfactory performance.
 2. If the candidate does not successfully complete the initial skill demonstration, the candidate will be allowed to review the competencies not met and repeat the skill demonstration on a subsequent date. The program must document the initial failure, opportunity for review and the second competency demonstration date. Programs can establish the number of times the skill demonstration may be repeated.
 3. The instructor must issue a state-approved certificate to all participants who successfully complete the program.
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PAID FEEDING ASSISTANT TRAINING PROGRAM APPLICATION

A paid feeding assistant training program must satisfy the federal and state requirements to quality for approval by the BLC. All entities must submit an application to the Bureau for review and approval determination.

Instructions: If you are not completing this form electronically, type or print clearly in black ink.

I. GENERAL INFORMATION

A. Applicant Information

Name of Program Contact	Phone Number	E-Mail Address
Name of Facility or Organization	Facility Address	Fax Number

B. Program Information

Proposed Start Date of Program (mm/dd/yyyy)	Facility Location:
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List all locations / facilities where the program will be offered:

Name	Address
Name	Address
Name	Address
Name	Address
Name	Address
Name	Address
Name	Address

II. PROGRAM STANDARDS

A. Record Retention Policy

Describe, or attach a copy of the program record retention policy, including the disposition of records in the event of termination of the program.

B. Supervision

Describe the supervision available to the trainee during the skills training component in the clinical practice setting.

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C. Program Evaluation

Describe the method that will be used for written evaluation of the program. Provide a copy of the program evaluation.

III. INSTRUCTOR QUALIFICATIONS

A. Primary Instructor

Name		Title	
Education			
Highest Degree Obtained		Name and Address of School/College	
Credentials – Type of License / Number		Expiration Date	
Work Experience (Recent)			
Employer	Address	Position(s) Held	Dates
Employer	Address	Position(s) Held	Dates

B. Program Trainer (Attach additional pages if needed.)

Name		Title	
Education			
Highest Degree Obtained			
Credentials – Type of License / Number		Expiration Date	
Work Experience (Recent)			
Employer	Address	Position(s) Held	Dates
Employer	Address	Position(s) Held	Dates
Units Numbers To Be Taught By This Trainer:			

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IV.
CURRICULUM

A. Pre-Approved Curriculum

Programs may choose one of three (3) feeding assistant training program curricula pre-approved by the Bureau of Licensure and Certification. Check "A", "B" or "C" below if using a pre-approved curriculum. Select "D" in next section if providing training on additional topics beyond those covered in pre-approved curriculum:

- ☐ (A) "Assisted Dining: The Role and Skills of Feeding Assistants" by The American Health Care Association, 2003
- ☐ (B) "Assisting with Nutrition and Hydration in Long-Term Care", by Hartman Publishing, Inc., 2004
- ☐ (C) "Eating Matters – A Training Manual for Feeding Assistants", by The Consultant Dietitians in Health Care Facilities American Dietetic Association Practice Group, 2003

B. Additional/Alternative Training Curriculum

Programs may choose to provide additional training beyond the federal and state minimum training requirements. If electing to include additional training (check "D" below) or may choose to develop an entire curriculum designed for use by their facility/organization (check "E" below). Provide pertinent information regarding proposed curriculum for each core area, using the "Unit of Instruction" format. Add pages as needed, depending on the number of units of instruction and the number of behavioral objectives for each unit. Submit copies of any training materials to be used to BLC for review and approval, EXCLUDING audio-visual teaching aids such as videotapes, cassettes, textbooks, etc.

- ☐ (D) Additional instruction beyond pre-approved curriculum selected above
- ☐ (E) Alternative curriculum in lieu of pre-approved curriculum

UNITS INSTRUCTION

CORE AREA A. FEEDING TECHNIQUES

a. Title of Unit of Instruction

b. Behavioral Objective(s) of Unit – The feeding assistant must be able to:

c. Time Required for Instruction

Classroom Time:

Clinical Time:

Total Time for Unit:

CORE AREA B. ASSISTANCE WITH FEEDING AND HYDRATION

a. Title of Unit of Instruction

b. Behavioral Objective(s) of Unit – The feeding assistant must be able to:

c. Time Required for Instruction

Classroom Time:

Clinical Time:

Total Time for Unit:

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CORE AREA C. COMMUNICATION AND SOCIAL INTERACTION

a. Title of Unit of Instruction

b. Behavioral Objective(s) of Unit – The feeding assistant must be able to:

c. Time Required for Instruction

Classroom Time:

Clinical Time:

Total Time for Unit:

CORE AREA D. APPROPRIATE RESPONSES TO RESIDENT BEHAVIOR

a. Title of Unit of Instruction

b. Behavioral Objective(s) of Unit – The feeding assistant must be able to:

c. Time Required for Instruction

Classroom Time:

Clinical Time:

Total Time for Unit:

CORE AREA E. SAFETY AND EMERGENCY PROCEDURES

a. Title of Unit of Instruction

b. Behavioral Objective(s) of Unit – The feeding assistant must be able to:

c. Time Required for Instruction

Classroom Time:

Clinical Time:

Total Time for Unit:

CORE AREA F. INFECTION CONTROL

a. Title of Unit of Instruction

b. Behavioral Objective(s) of Unit – The feeding assistant must be able to:

c. Time Required for Instruction

Classroom Time:

Clinical Time:

Total Time for Unit:

CORE AREA G. RESIDENT RIGHTS

a. Title of Unit of Instruction

b. Behavioral Objective(s) of Unit – The feeding assistant must be able to:

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c. Time Required for Instruction

Classroom Time:

Clinical Time:

Total Time for Unit:

CORE AREA H. RECOGNIZING RESIDENT CHANGES

a. Title of Unit of Instruction

b. Behavioral Objective(s) of Unit – The feeding assistant must be able to:

c. Time Required for Instruction

Classroom Time:

Clinical Time:

Total Time for Unit:

ADDITIONAL TOPIC (If Applicable)

a. Title of Unit of Instruction

b. Behavioral Objective(s) of Unit – The feeding assistant must be able to:

c. Time Required for Instruction

Classroom Time:

Clinical Time:

Total Time for Unit:

ADDITIONAL TOPIC (If Applicable)

a. Title of Unit of Instruction

b. Behavioral Objective(s) of Unit – The feeding assistant must be able to:

c. Time Required for Instruction

Classroom Time:

Clinical Time:

Total Time for Unit:

ADDITIONAL TOPIC (If Applicable)

a. Title of Unit of Instruction

b. Behavioral Objective(s) of Unit – The feeding assistant must be able to:

c. Time Required for Instruction

Classroom Time:

Clinical Time:

Total Time for Unit:

State of Nevada
Nevada's Paid Feeding Assistant Program Requirements
For Skilled Nursing Facilities (SNFs) and
Intermediate Care/Nursing Facilities (NFs)

Background

On September 26, 2003, the Centers for Medicare and Medicaid Services (CMS) published the final rule for paid feeding assistants in long term care facilities. This final rule permits facilities to use paid feeding assistants to supplement the services of certified nurse assistants (CNAs) under certain conditions. Feeding assistants must successfully complete a State-approved training program and work under the supervision of a registered nurse or a licensed practical nurse. Prior to this federal rule revision, providing assistance with eating and drinking was considered a direct nursing related service that could be performed only by a nurse aide or other health care professional. The final rule in the federal register is attached.

CMS no longer considers assisting a resident with eating or drinking as a "nursing or nursing-related" duty, in those cases where the resident has no feeding complications. Long term care facilities are now allowed to employ trained individuals to assist residents with eating and drinking.

The feeding assistance regulations do not impact the Code of Federal Regulations (CFR) at 42 CFR, Part 483.75(e)(1), which still allows a health care professional to provide feeding assistance. A health care professional is defined as a physician, physician assistant, nurse practitioner, physical therapist, speech therapist, occupational therapist, physical or occupational therapy assistant, registered nurse, licensed practical nurse or licensed social worker. Volunteers and family members are also still allowed to assist residents with feeding and drinking.

The Bureau of Licensure and Certification (BLC) has established a policy and procedure specifying requirements for Nevada's Paid Feeding Assistant Program.

1.0 Paid Feeding Assistant Definition

- 1.1 *Paid feeding assistant* means an individual who meets the requirements specified in §42 CFR 483.35(h)(2) and who is paid to feed residents by a facility, or who is used under an arrangement with another agency or organization.
- 1.2 A feeding assistant does not include a person who is a:
 - a. Licensed health professional or registered dietitian,
 - b. Volunteer without money compensation, or
 - c. Certified nurse aide.

2.0 Nevada Paid Feeding Assistant Training Requirements

- 2.1 Nevada's Paid Feeding Assistant training programs must require enrolled individuals to successfully complete a training program approved by the Health Division, which includes the following federally mandated topics, covered during a minimum of eight (8) hours of instruction:
 - a. Feeding techniques
 - b. Assistance with feeding and hydration
 - c. Communication and interpersonal skills

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- d. Appropriate responses to resident behavior
 - e. Safety and emergency procedures, including the Heimlich maneuver
 - f. Infection control
 - g. Resident rights
 - h. Recognizing changes in residents that are inconsistent with the norm and the importance of reporting changes to the nurse.
- 2.2 Additional training requirements for paid feeding assistants as specified in the Nevada Revised Statutes (NRS) and the CFR.
- a. Criminal Background Check as specified in NRS 449.173 to 449.188.
 - b. Abuse and Neglect as specified in accordance with CFR 483.13 b & c.
- 2.3 Programs may choose to add training requirements.
- 2.4 Training programs must stress that the only direct services a feeding assistant is permitted to perform is assisting residents with no complicated feeding problems, to eat or drink.

3.0 Standardized Paid Feeding Assistant Training Curriculum

- 3.1 Paid Feeding Assistant Training Programs may use a curriculum which has been pre-approved by the Nevada State Health Division, Bureau of Licensure and Certification (BLC), or may elect to develop their own program, subject to review and approval by BLC. All approved training programs must comply with the federal requirements (CFR 483.160) and receive written approval from BLC.
- 3.2 Entities may choose one of the following pre-approved curriculum models:
- a. *Assisted Dining: The Role and Skills of Feeding Assistants*, by the American Healthcare Association, Copyright 2003
 - b. *Assisting with Nutrition and Hydration in Long-Term Care*, by Hartman Publishing, Inc., Copyright 2004
 - c. *Eating Matters-A Training Manual for Feeding Assistants*, by the Consultant Dietitians in Health Care Facilities, a Dietetic Practice Group of the American Dietetic Association, Copyright 2003.
- 3.3 Training programs must select one of the model curriculums listed above, or develop an in-house curriculum, which provides a minimum of 8 hours instruction to feeding assistant students on the federally mandated topics (2.1, a-h) and topics related to abuse and neglect (2.2).
- 3.4 Training programs must be submitted to BLC for approval 30 days prior to the intended date of implementation. Organizations electing to design their own feeding assistant training curriculum must submit proposed training materials, with completed application, 60 days prior to the intended date of implementation.
- 3.5 Although the pre-approved standardized training curricula may include additional skill information (e.g., intake and output, special care needs for residents with dysphasia, etc.), the instructor must stress the feeding assistant will not be permitted to perform any other services, beyond assisting residents who have no complicated feeding problems to eat or drink.

4.0 Successful Training Program Completion

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4.1 An individual may not provide hands-on assistance with feeding or hydrating residents unless the individual has successfully completed the following:

- a. A State-approved training program for feeding assistants
- b. A State-approved standardized skill demonstration, determining basic competencies regarding resident feeding and proper hand washing, with a score of 75 percent or higher.

4.2 The instructor must observe the trainee's performance and initial and date each skill to verify the satisfactory or unsatisfactory performance.

4.3 Programs may choose to add increased testing requirements.

4.4 Students who do not successfully pass the initial competency evaluation will be permitted to review the training materials and retake the test. Programs may establish the number of times a candidate may retake the test. However, the program must document the failure, opportunity for review and subsequent repeat testing date.

4.5 The instructor must issue a State-approved certificate to each participant who successfully completes the program, documenting the name of the participant, the training program, hours completed and the date of successful completion.

5.0 Qualified Instructor

5.1 Facilities shall determine the appropriate qualifications for instructors providing (e.g., registered nurse, registered dietitian, speech therapist, etc.), based on the needs of the selected resident population and the facility.

5.2 Training programs must provide the name and qualifications of the proposed instructor(s) to BLC.

5.3 The primary instructor may supplement the course by including other individuals for lecture or demonstration whose qualifications or experience add benefit to the training program.

5.4 A paid feeding assistant is not permitted to lead the training of another feeding assistant student.

6.0 Paid Feeding Assistant Training Program Approval Process

6.1 Entities wishing to operate a paid feeding assistant training program must submit the **Nevada Paid Feeding Assistant Training Program** application form, with the proposed curriculum and proposed feeding assistant instructor information to BLC.

6.2 BLC will review applications and issue written notice regarding approval or denial of programs which have selected a pre-approved curriculum within 30 calendar days of BLC's receipt of the completed application packet. For programs with curriculum developed by the submitting organization, written notice will be issued within 60 days.

7.0 Paid Feeding Assistant Training Program Operation

7.1 Facilities must submit to BLC written notification of any proposed changes in the approved Paid Feeding Assistant Program prior to the implementation of the change. BLC will notify the facility of the approval or denial within 30 days of receipt of the proposed change request.

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8.0 Program Record Retention Requirements

8.1 Paid Feeding Assistant Training programs must maintain the following records for a minimum of three (3) years:

- a. All student skill checklists, written examinations, certificates and other relevant training records.
- b. Documentation of the training conducted and identification of the instructor(s) conducting the training.
- c. Record of all individuals who have successfully completed the feeding assistant training and competency testing program.

8.2 Facilities employing feeding assistants must maintain the following records:

- a. Feeding assistant roster, recording all individuals employed by the facility as feeding assistants
- b. A copy of the feeding assistant training certificate, kept in the individual's personnel file.
- c. The selected residents' medical records, documenting no complicated feeding condition exists.
- d. Annual in-service session(s), relating to feeding assistant duties.
- e. Annual performance evaluation, documenting the feeding assistant's continued competence in feeding residents.

8.3 Training programs must maintain the security of the test materials and certificate templates, to ensure disclosure or forgery does not occur.

9.0 Survey Process

9.1 Compliance with the requirements for use of paid feeding assistants in long-term care facilities will be included in the standard survey process.

9.2 Surveyors may determine if residents being served by a feeding assistant are persons with no complicated feeding problems. This determination may include a review of medical charts and discussion with the professional nursing staff.

10.0 Nurse Aide Training and Competency Evaluation Program (NATCEP) Prohibition

10.1 Substandard quality of care citations that result in a (NATCEP) prohibition will be reviewed to determine the appropriate action for the feeding assistant training program. Program decisions will be made on a case-by-case basis.

10.2 Citations normally resulting in a NATCEP prohibition that directly relate to poor quality care due to the feeding assistant program may result in termination of the feeding assistant training program.

10.3 Denial, suspension, or termination of a Paid Feeding Assistant Training program is subject to the provisions of Nevada Administrative Codes 439.

11.0 Training Program Suspension or Termination

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11.1 Training programs failing to meet their program requirements or operating under conditions other than those contained in the approved application will be subject to withdrawal of approval.

12.0 Nevada Paid Feeding Assistant Employment Requirements

12.1 A long term care facility (SNF or NF) may not employ or use any individual as a feeding assistant unless the individual has:

- a. Successfully completed a paid feeding assistant training and competency evaluation program approved by the Health Division, BLC
- b. Reached 16 years of age, and
- c. Successfully passed a criminal history check as defined by NRS 449.173-188.

12.2 Facilities must ensure feeding assistant's serve only residents who have no complicated feeding problems.

12.3 Complicated feeding problems include, but are not limited to, difficulty swallowing, recurrent lung aspirations, and tube or parenteral feedings.

12.4 Residents with complicated feeding problems, such as the conditions listed above, require the employee providing feeding or hydration services to be a licensed health care professional or certified Nursing Assistant.

12.5 The facility must base the resident selection on the charge nurse's assessment and the resident's latest assessment and plan of care.

12.6 Paid feeding assistants must work under the general supervision of a registered nurse (RN), or licensed practical nurse (LPN). While the BLC anticipates most feeding assistants will serve residents in the dining room, feeding assistants may serve residents in their own rooms. The feeding assistant is not permitted to perform other nursing or nursing-related duties, e.g., transferring, toileting, etc. In an emergency, a feeding assistant must immediately call a nurse.

12.7 Paid feeding assistants must receive annual in-service training on relevant feeding assistant topics (any topic area included in the curriculum is appropriate). In addition, feeding assistants must be evaluated on an annual basis to document satisfactory skill performance and feeding competence.

Contacts

For information regarding Nevada's Paid Feeding Assistant Program contact the following individuals at the Nevada State Health Division, Bureau of Licensure and Certification
@ 775-687-4475.

Diane S. Allen, RN, ext. 248, e-mail: dallen@blc.state.nv.us
Jennifer Dunaway, RD, ext. 251, e-mail: jdunaway@blc.state.nv.us